

PROCEDURES: 12/31/99 December Close Time Frame

The following is the December 28, 1999 Monthly Close Time Frame for both ISIS and Non-ISIS agencies. Please use only what is applicable to your agency.

<u>Date</u>	<u>Function</u>
Monday 12/20/99	<p>J1s with a December effective date for check cancellations (CX Type 3) must be on SUSF at a PEND4 status by 9:00 a.m.</p> <p>All Check Cancellation Forms (CX) with a December effective date must be at the State Treasurer's Office (STO) by 11:30 a.m.</p>
Sunday 12/26/99	<p>Payroll checks dated December 31, 1999 will be printed. Agencies will receive detailed instructions from the Office of Uniform Payroll about deadlines and requirements involved with the early payroll process.</p>
Monday 12/27/99	<p>All Agencies should process all payment transactions by 6:00 p.m. for all invoices that are due and payable by January 14, 2000. This would include only those items that you have received and been invoiced for by December 27, 1999. Agencies may pay items such as rent, dues and subscriptions and maintenance agreements for the month of January.</p> <p>NON-ISIS Warrants (P1) having a December effective date must be at the OSRAP by 11:00 a.m.</p> <p>An accounts payable liquidation for fiscal year 1999-2000 with a December effective date will be allowed for all accepted payment vouchers for which cash exists. Checks and EFTs will be produced on December 28, 1999. This is the last check write for December. The December monthly close will be run the night of December 28, 1999.</p>
Tuesday 12/28/99	<p><b><u>NOTE: This is the last day to process transactions if a December effective date is desired. Those transactions that affect financial data must reach an accepted status in AFS by 5:00 p.m. This includes all transactions from interfaces, AGPS and CFMS.</u></b></p> <p>The payroll interface for the 12/31/99 payday will be run during the nightly cycle. J5 transactions which reject from the 12/28/99 (check date 12/31/99) pay period interface may be corrected by the agency after January 1, 2000 when the system is available.</p>
<u>Date</u>	<u>Function</u>
Tuesday 12/28/99	<p>Manual Cash Disbursements (MW) with a December effective date must be at OSRAP by 8:00 a.m.</p>

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Deposits (DS) which are to be classified with a December effective date must be at the STO or authorized bank by 11:30 a.m. Manual NON-ISIS warrants (MW) having a December effective date must be at the OSRAP by 8:00 a.m.

NON-ISIS Return of Appropriation (C1) having a December effective date must be at the STO by 11:30 a.m.

NON-ISIS Agencies who submit Cash Receipts (CR) to the STO with an effective date of December must have those documents at the STO by 11:30 a.m.

All agency interface FTPs must be transmitted successfully by 5:00 p.m. This will be the last opportunity to submit interfaces with an effective date of December. Interfaces should not be sent again until after January 1, 2000.

**REMINDER: It is the interfacing agency's responsibility to ensure that transmissions have been received and posted in ISIS.**

The following JV documents with a December effective date must be keyed into AFS, at a PEND4 status with related documentation faxed to OSRAP before 9:00 a.m.

1. Journal Voucher Input Form (J1) – except those relating to 12 99 CXs
2. Fiscal Journal Voucher Input Form (J2)
3. Special Revenue Voucher Input Form (J3)

NON-ISIS agencies submitting Revenue classification corrections (J6) for input by the STO with a December effective date must have the documentation received by the State Treasurer's Office by 11:30 a.m.

All budget documents (APs, EBs, RBs) must be at a PEND3 status with the required documentation submitted to OSRAP by 11:30 a.m. if a December effective date is desired.

CR, C1, CRQ documents with a December effective date must be accepted in AFS by 5:00 p.m. 12/28/99.

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Tuesday 12/28/99

These transactions must be accepted in AFS/AGPS/CFMS by the time specified if an effective date of December is desired:

AFS/AGPS/CFMS

1. Purchase Orders Liquidations/Modifications

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|     | (OFSTOPAY, OPLQ, OCHG, KINV, KAMD;<br>See note above)     | 5:00 p.m. |
| 2.  | AFS Encumbrance Liquidations (PV, PVQ,<br>P1 and PO Mods) | 5:00 p.m. |
| 3.  | Payment Vouchers (PV, PVQ, P1)                            | 5:00 p.m. |
| 4.  | Accounts Payable Correction (PV, PVQ,<br>P1 and MODS)     | 5:00 p.m. |
| 5.  | Agency Journal Vouchers (J6)                              | 5:00 p.m. |
| 6.  | Return of Appropriation (CR)                              | 5:00 p.m. |
| 7.  | Cash Receipts (CR, C1, CRQ)                               | 5:00 p.m. |
| 8.  | ISIS Warrants (WV)  | 5:00 p.m. |
| 9.  | Interagency Billing (II, PV Type 2 and 3, J4)             | 5:00 p.m. |
| 10. | Stores/Increase (J6)                                      | 5:00 p.m. |
| 11. | Payroll Corrections (J6)                                  | 5:00 p.m. |

Wednesday 12/29/99      The ISIS System will be unavailable, except for the BUNDL application and InfoMaker. Agencies should print and review monthly reports beginning 12/29/99.

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Wednesday 12/29/99 -  
Friday 12/31/99

Agencies will not have access to ISIS on these dates.

**Agencies that interface transactions to AFS must not send files on these dates.**

NYTI will be run during the nightly cycle of December 28, 1999. 1099's will run on December 29, 1999. Reports will be available during the day on December 29, 1999 in BUNDL.

A standard 80-hour payroll run will be printed as part of OSUP's contingency plan. These checks will be held for use in the unlikely event that the system is still down two weeks into January, 2000. If not needed, the checks will be destroyed.

Monday 01/03/00

Agencies will be allowed into ISIS. Accounting period 07 00 will be open. Agencies may resume sending interface files. OSRAP will resume printing checks.

**NOTE: ALL CMIA Agencies please be aware that checks will be printed on 12/28/99 for scheduled payment dates through 1/14/00. Checks will not be printed on 12/29/99 or 12/30/99. Adjust your draws from Federal Granting Agencies accordingly.**

The 12/31/99 payday for the pay period ending 12/26/99 will post in AFS on 12/28/99.

**NOTE ALL CMIA AGENCIES: Payroll will not post in AFS on the regularly scheduled posting date. Payroll will post early to enable the determination of the amount to be drawn on 12/28 instead of 12/29 for the pay period ending 12/26/99.**